

Panafax

UF-120

User's Guide



Panasonic

INTRODUCTION

The UF-120 is an amazingly compact facsimile machine in the low-end user range of the Panafax family of G3 compatible, desktop facsimile machines. It features Auto speed dialing and other functions designed to make sending faxes easier, faster and more economical.

Anyone can learn how to use the most frequently used functions with a few minutes of simple practice. However, because the UF-120 is capable of performing many different functions, users may not need to learn every one of them.

This User's Guide will help you to use your UF-120 quickly and easily. The Contents shows where to find information on every feature. Although we recommend that you at least review each section briefly, you may need to read only the sections that concern the feature(s) you are interested in.

CONTENTS

INTRODUCTION

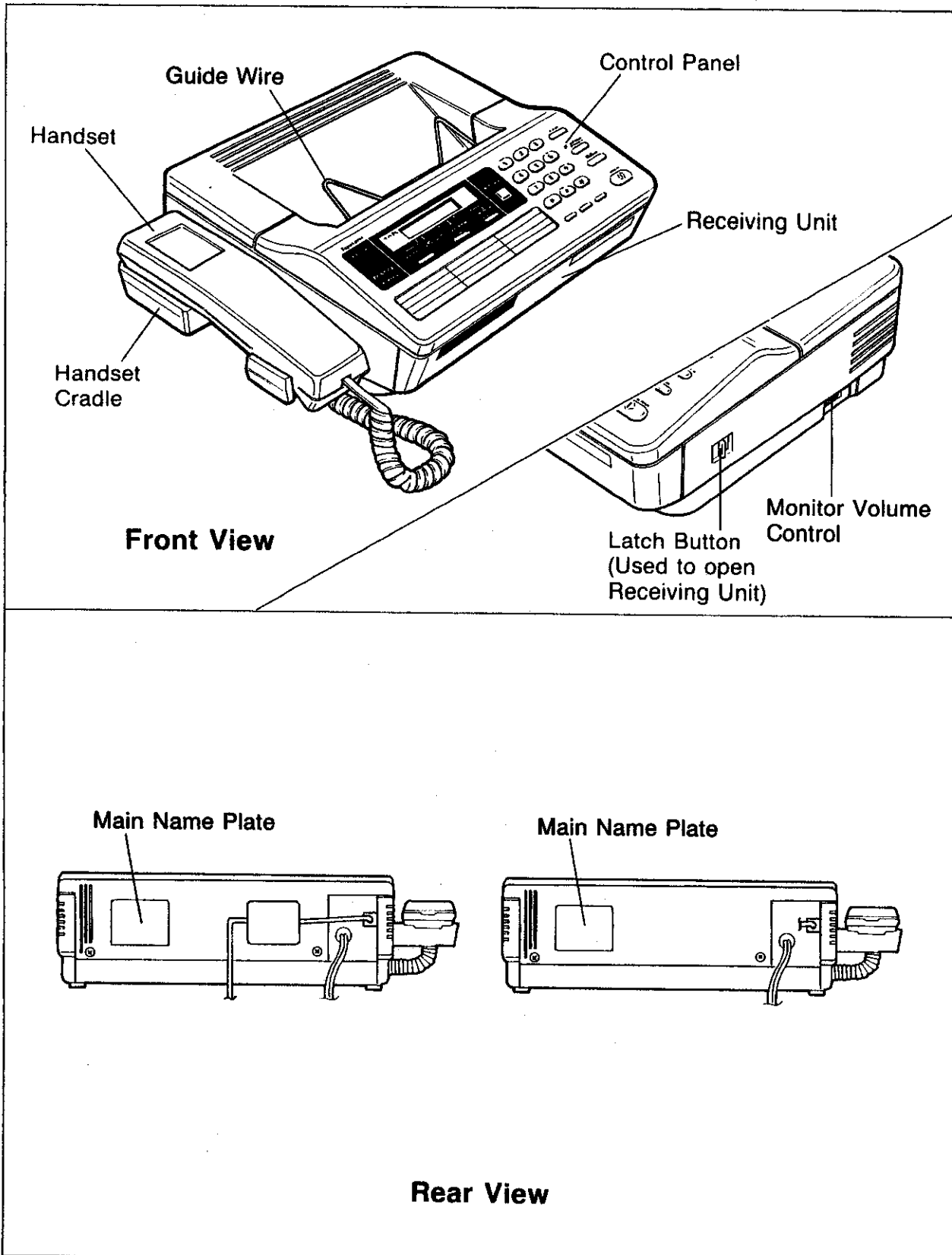
1. GETTING TO KNOW YOUR UF-120	5
— External View	5
— Control Panel	6
— Function Key	8
2. INSTALLING YOUR MACHINE	9
— Caution	9
— Unpacking	10
— Installing the Handset and Cradle	11
— Installing the Guide Wire	11
— Connecting the Telephone Line and Supplying Power	12
— Loading Recording Paper	13
— Setting the Dialing Method (Tone or Pulse)	15
— Final Installation Test	16
— Lightning Precautions	17
3. SETTING UP YOUR MACHINE	18
USER PARAMETERS	18
— How to Set the Date and Time	18
— How to Set Your ID Number	19
ABBREVIATED NUMBERS	21
— Storing Abbreviated Numbers	21
— Filling Out the Station Directory Sheet	24
FAX PARAMETERS	25
— Changing Fax Parameter Settings (Header Print Position, Dialing Method, etc.)	25
— Fax Parameter Table	27
USING MUTE AND ADJUSTING VOLUMES	28
— Using Mute	28
— Setting the Ringer Volume	28
— Setting the Monitor Volume	28
4. SENDING DOCUMENTS	29
LOADING DOCUMENTS	29
— Documents You Can Send	29
— Documents You Cannot Send	29
— How to Use the Carrier Sheet	29
— How to Load a Document	30
— How to Release the Document	30

TRANSMISSION SETTINGS	31
— Resolution	31
— Original (Contrast)	33
— Halftone	34
— Automatic Transmission Journal (XMT Journal)	35
MAKING A COPY	36
DIALING TECHNIQUES	37
— Direct Dialing (On-Hook Dialing)	37
— Off-Hook Dialing	39
— Abbreviated Dialing	40
— Redialing	42
— What to Do When You Hear a Voice through the Speaker	43
5. RECEIVING DOCUMENTS	44
AUTOMATIC RECEPTION	44
MANUAL RECEPTION	44
— How to Set Manual Reception	44
— What to Do When Your Telephone Rings	45
DOTTED LINE PAGE SEPARATOR	46
POLLING	47
— How to Set the Polling Password	47
— How to Poll	48
6. USING THE MACHINE'S TELEPHONE	49
— Making a Regular Call	49
— Making Voice Contact after Sending/Receiving	50
— Answering a Voice Contact Request	50
7. PRINTOUT REPORTS AND LISTS	51
— 32 Transaction Journal	51
— Transmission Journal (XMT Journal)	52
— Abbreviated Dialing Number List	55
— Fax Parameter List	57
8. PROBLEM SOLVING AND DAILY CARE	59
— Information Codes	59
— Reloading a Recording Paper	61
— Clearing a Recording Paper Jam	62
— Clearing a Document Jam	63
— Cleaning the Head Roller and Document Scanning Guide	64
— Cleaning the Thermal Head	65
9. SPECIFICATIONS	66

GETTING TO KNOW YOUR UF-120

External View

1

**NOTE**

Rear view varies depending on the country.

Control Panel

ALARM Lamp

Lights when a document becomes jammed, a communication error occurs, or recording paper runs out.

ON LINE Lamp

Lights when communication begins.

POWER Lamp

Lights when the power is ON.

HALF TONE

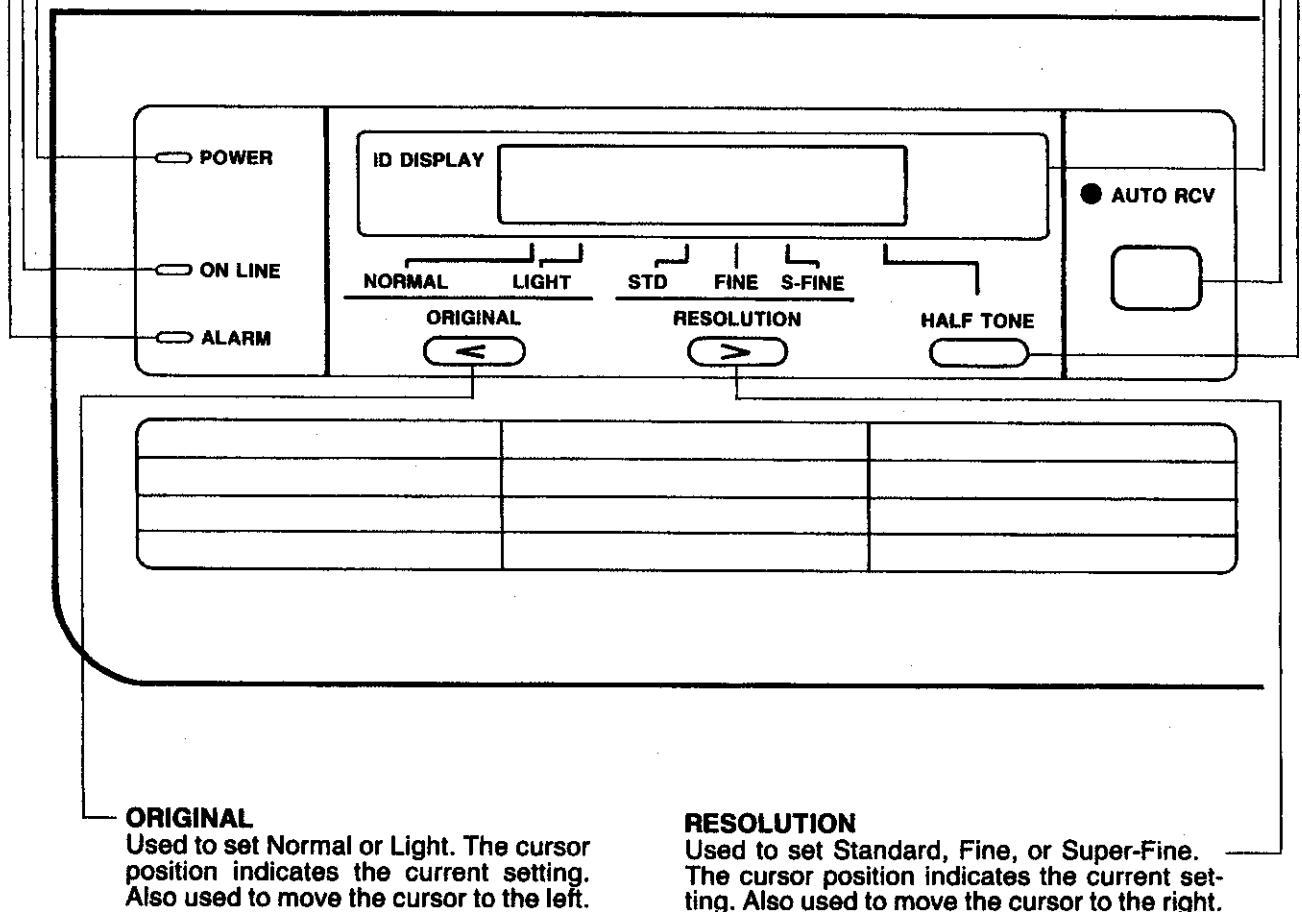
Provides ON and OFF settings for halftone documents. The cursor on the display indicates Half Tone = ON.

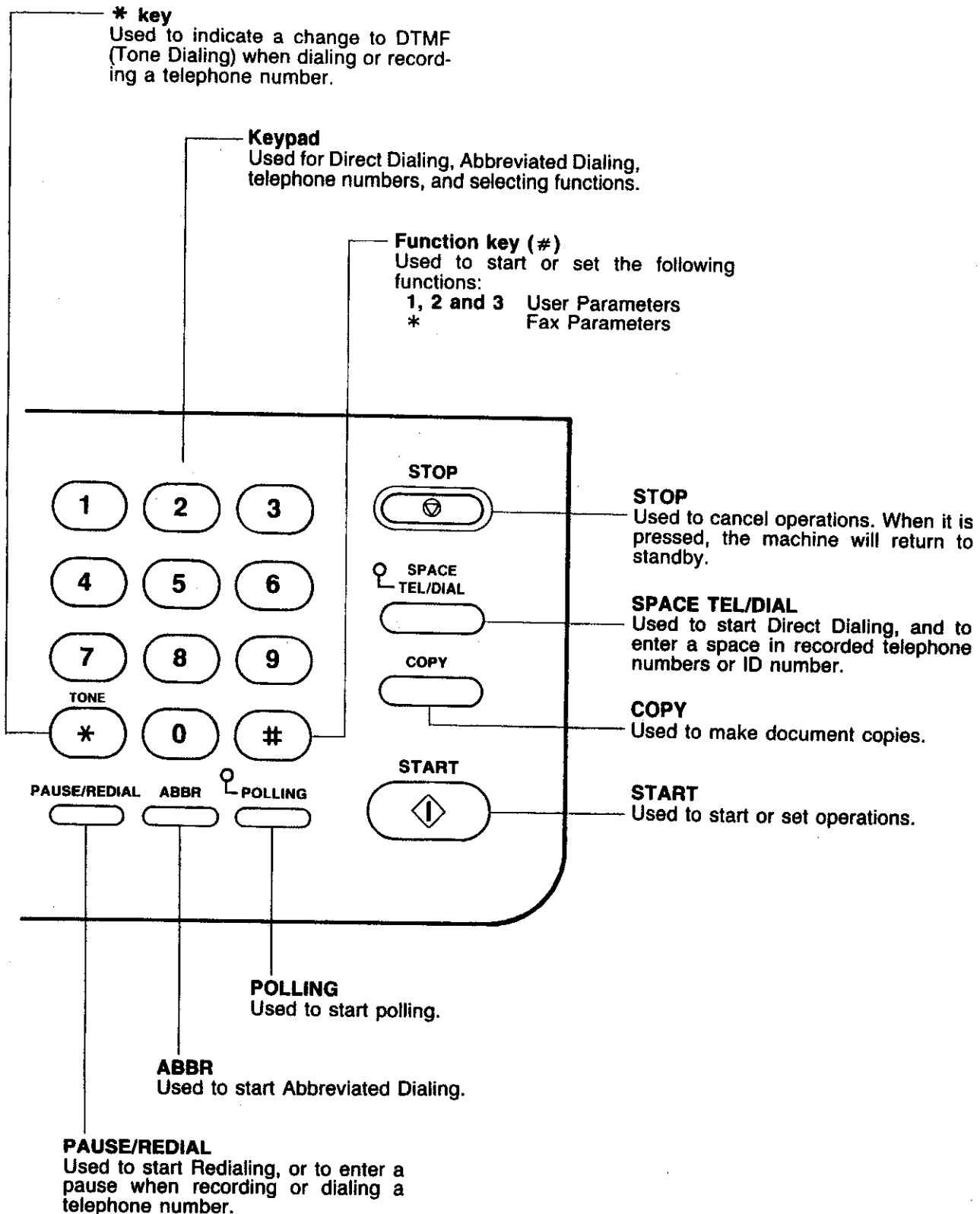
AUTO RCV

Used to set/reset automatic reception. Lights when automatic reception is set.

DISPLAY

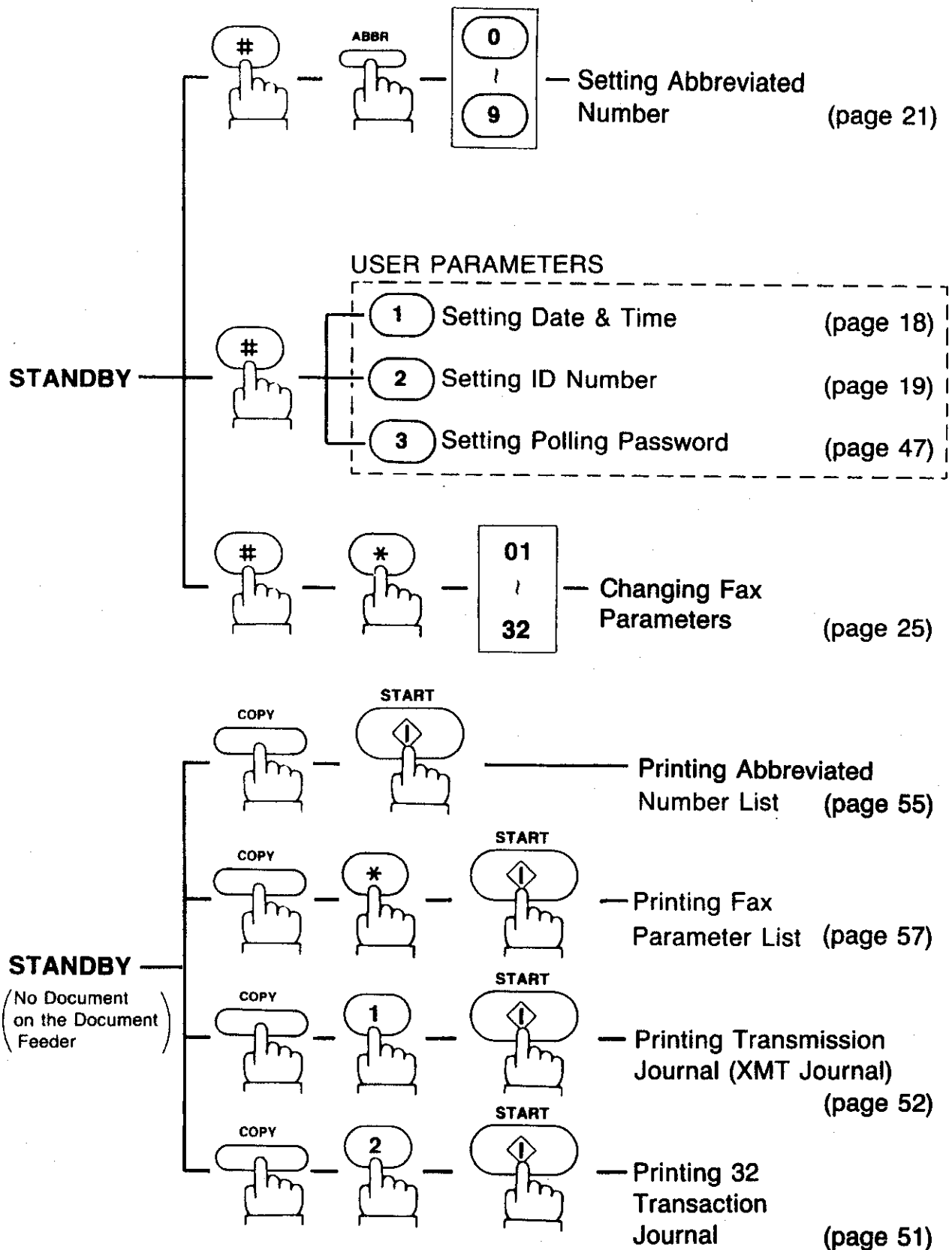
Shows Date and Time, or the current operation. If the other station has an ID, ◀ mark lights up and the display shows the ID number.





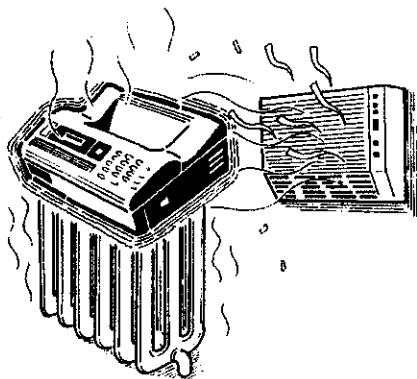
Function Key

Your machine uses # key to set various functions, as shown in the chart belows.



2 INSTALLING YOUR MACHINE

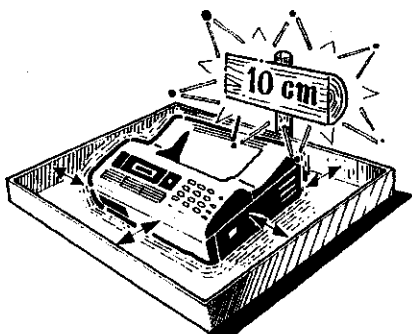
Caution



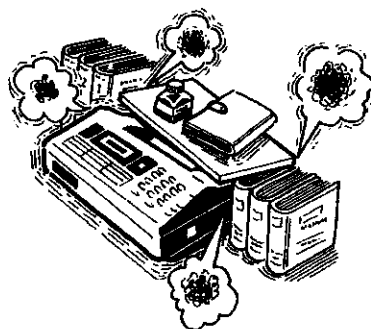
1. Do not install the machine near heating or air conditioning units.



2. Avoid exposure to direct sunlight.



3. Install the machine on a flat place, and leave at least 10 cm of space between the machine and other objects.



4. Do not block the ventilation openings.



5. Do not place heavy objects, or spill liquids on the machine.

WARNING

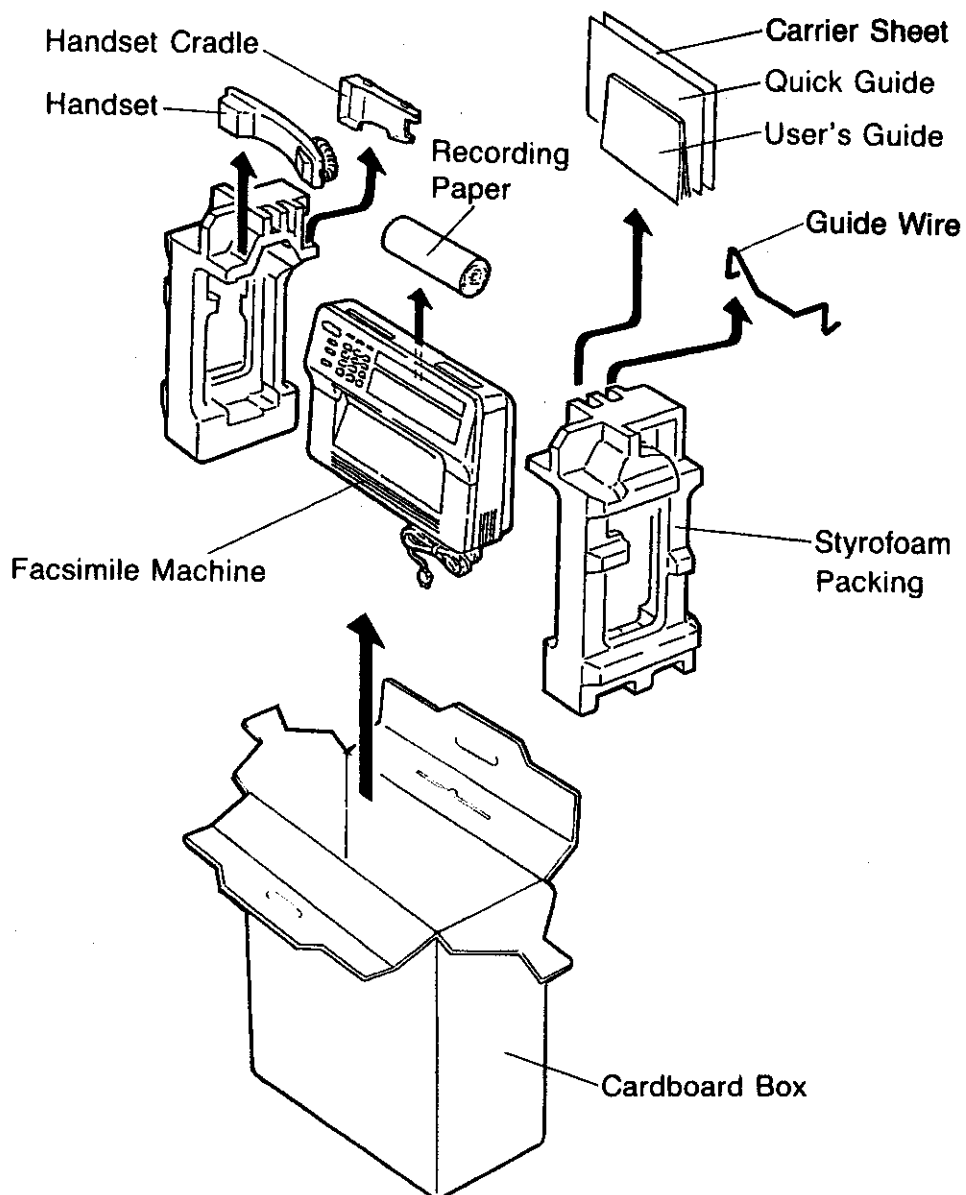
Users are advised to immediately disconnect the equipment should it ever suffer physical damage which results in the internal parts becoming accessible in normal use.

In this instance users should have the equipment repaired or disposed of.



Unpacking

1. Unpack the cardboard box referring to the illustration shown below.
2. Remove protective styrofoam packing from the facsimile machine.
3. Inspect the unit for any shipping damage.
4. Check that you have all accessories illustrated below.



NOTE



1. When you purchased the machine, the line cord had been connected to the machine.
2. The power supply cord is fixed on the rear panel of the machine.

Installing the Handset and Cradle

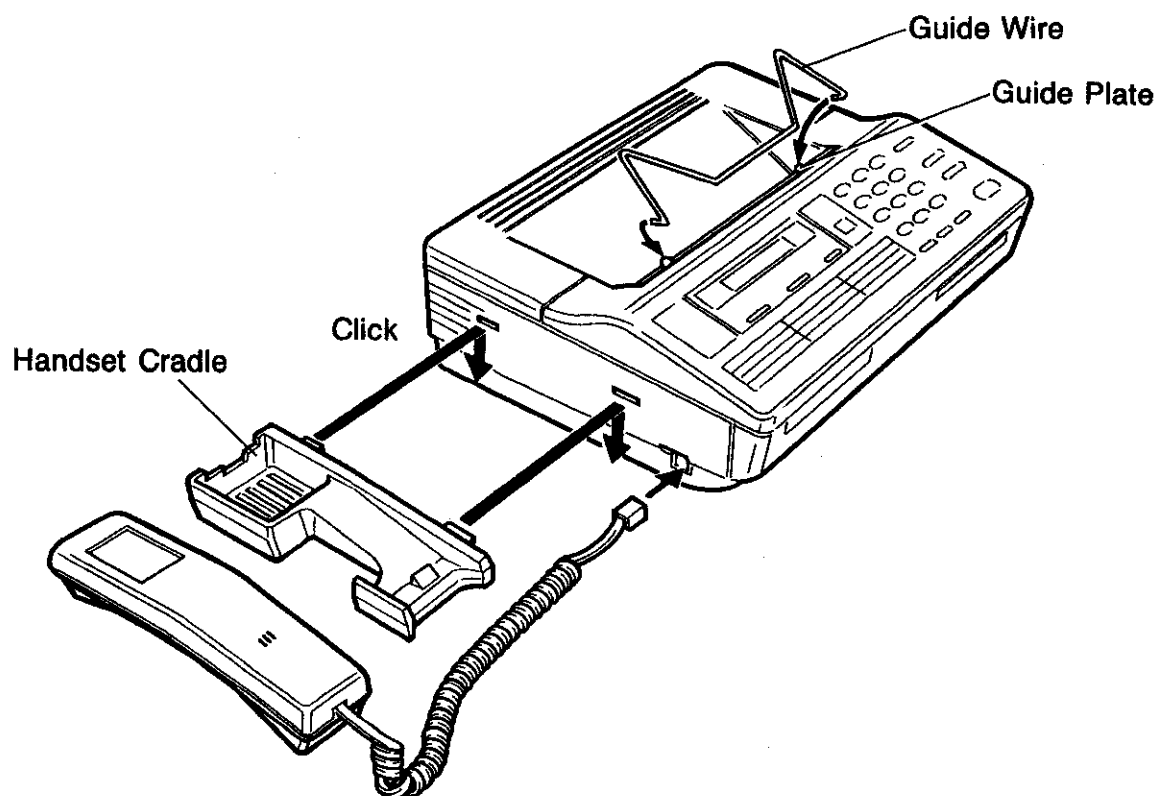
- (1) Plug the telephone handset into the jack on the left side of the machine.
- (2) To attach the telephone cradle to the machine,
 - Insert the two projections on the cradle into the slots provided on the left side of the machine.

2



Installing the Guide Wire

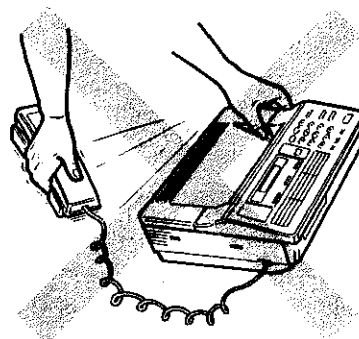
Insert the both sides of Guide Wire into the slots on the Guide Plate.



NOTE



Don't lift the Fax with the handset cradle because the cradle is only inserted into the slots on the machine.



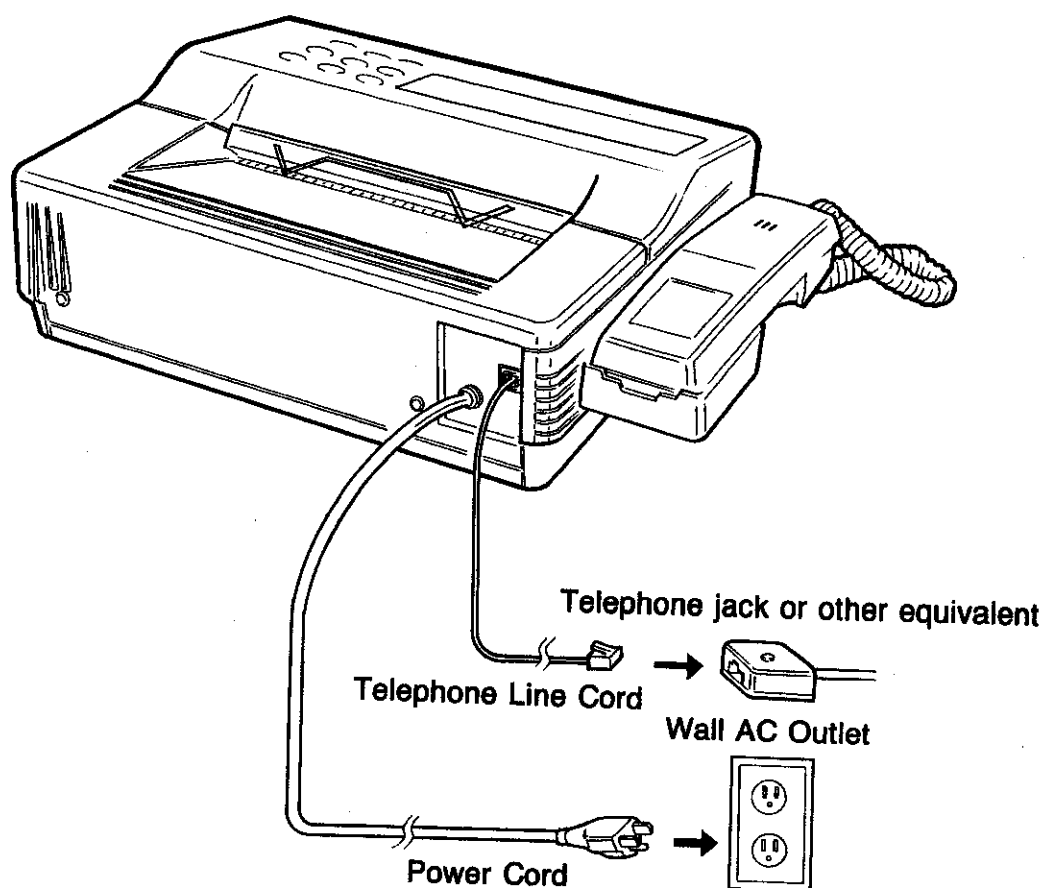
Connecting the Telephone Line and Supplying Power

Connect the plug end of the telephone line cord into the telephone jack or other equivalent supplied by the telephone company. Usually service personnel will connect the machine to the telephone line for you.

To supply power, just connect the Power cord and plug in the machine. The power lamp on the control panel should light up.

Your machine uses little power, and you should keep it on at all times. If you keep the machine unplugged for too long, the memory contents, such as ID number and the Abbreviated numbers, will be lost.

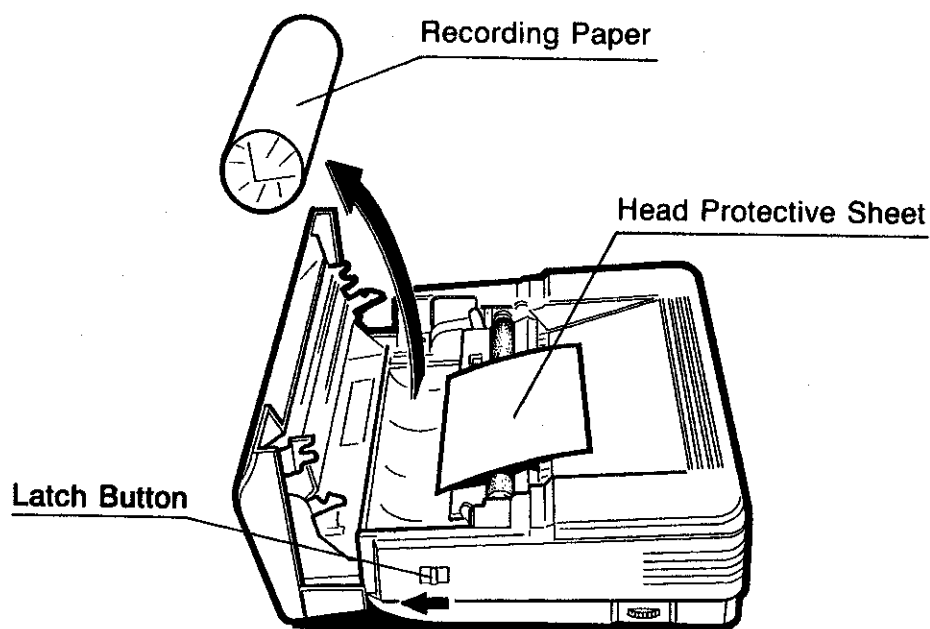
In case of power failure the memory is backed up by the built-in battery up to 7 days if it is fully charged.



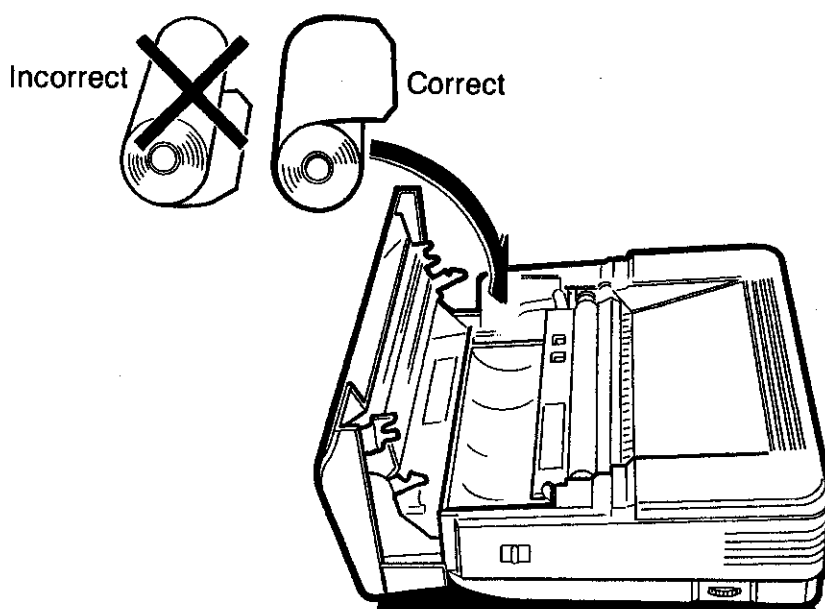
- NOTE**
1. If you wish to use a telephone set other than the one supplied with the machine, connect it to the "TEL" jack on the back of the machine with a telephone line cord.
 2. The type of telephone line cord and power cord vary depending on the country.
 3. Disconnect the telephone line cord before disconnecting the power connection prior to relocating the equipment, and reconnect the power first.
 4. If the power cord is damaged, it must be replaced by the special cord only available from authorized Panasonic service centers.

Loading Recording Paper

- (1) Pull the latch button on the right side cover and open the Receiving Unit. Remove the Head Protective Sheet, and recording paper.



- (2) Remove the wrapper, and set the recording paper into the unit and feed the paper to the Document Feeder cover. Make sure that the recording paper is correctly loaded as shown in the figure below. If it is loaded incorrectly, the received document will not be printed.



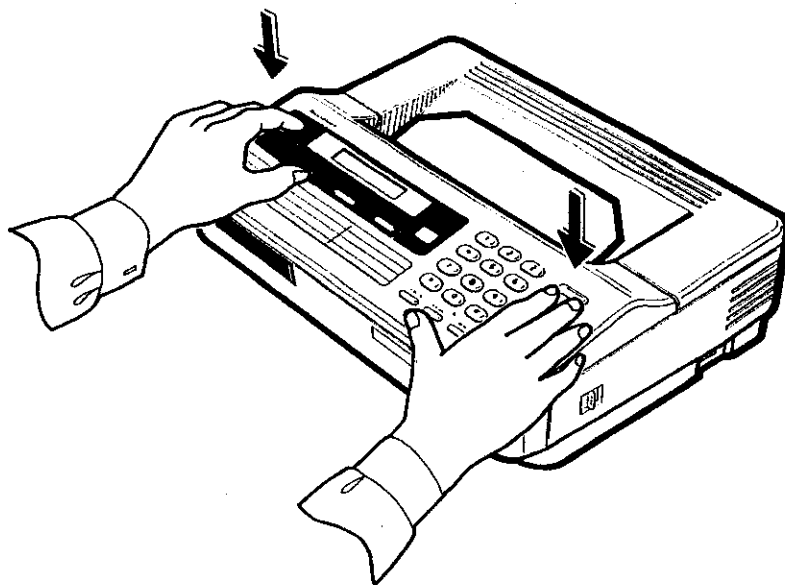
NOTE



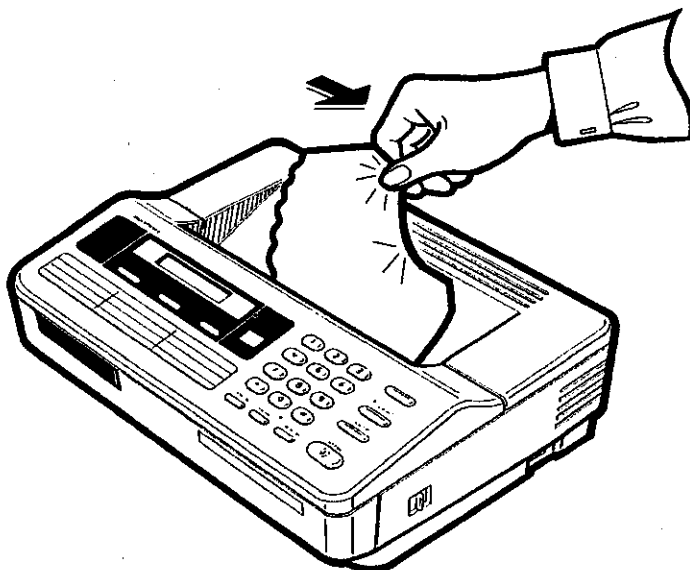
1. When you load the recording paper, make sure there is no slack.
2. Do not use any other recording paper except the specified paper.



-
- (3) Close the Receiving Unit carefully by pressing both ends of the unit. When the cover locks in the right position, you will hear a "click" sound.








- (4) Then, tear off the recording paper projecting from the unit by hand. The machine is now loaded to receive faxes.





Setting the Dialing Method (Tone or Pulse)

Your machine can operate with either one of two dialing methods (Tone or Pulse), depending on the type of telephone line you are connected to. Your machine is preset at the factory for Pulse (Rotary) Dialing. If your machine requires Tone Dialing, set to Tone Dialing using the following procedure.

<div style="border: 1px solid black; width: 40px; height: 80px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">1</div> 		-
<div style="border: 1px solid black; width: 40px; height: 80px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">2</div> 		--
<div style="border: 1px solid black; width: 40px; height: 80px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">3</div>	Enter the Fax Parameter number. <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">0</div> <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">7</div>	<div>07</div> <div>[2] 2</div>
<div style="border: 1px solid black; width: 40px; height: 80px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">4</div>	To set Tone Dialing, 	<div>07</div> <div>[2] 1</div>
To return the dialing method to Pulse Dialing, 		<div>07</div> <div>[2] 2</div>
<div style="border: 1px solid black; width: 40px; height: 80px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">5</div>	To store the new setting, <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">START</div> 	---

To return to standby, press **STOP**.

NOTE



The number on the left corner of the display indicates a Fax Parameter number. The number inside the brackets is the standard setting value and the number blinking on the right corner is the current setting.

Final Installation Test

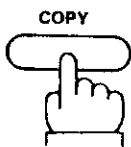
After installing your machine, it is advisable to make a copy or send a fax by direct dialing to check if the machine is working properly.

1

Place a document face down on the Document Feeder correctly.

01-01-1900 12:00

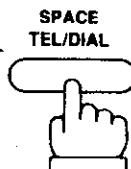
2a



(For more details, see page 36.)

01-01-1900 12:00

2b



and enter a full number.

Ex:

5	5	5	1	2	3	4
---	---	---	---	---	---	---

(For more details, see page 37.)

5551234_

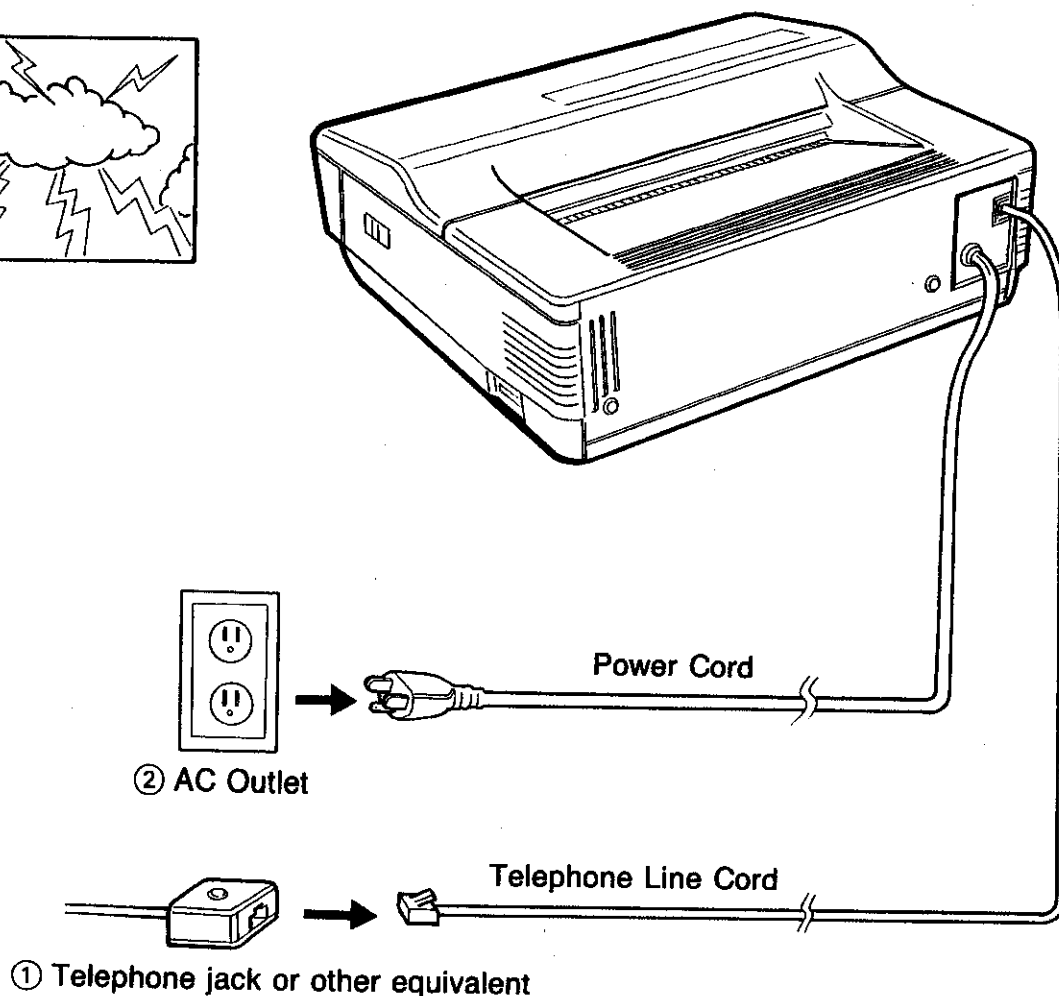
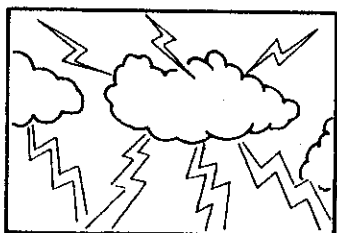
Lightning Precautions

To minimize the possibility of lightning damage, a surge protector is built into your machine. Sometimes though this is not enough to protect the machine completely when a strong lightning surge comes through the telephone line or AC power line.

2

To further protect the equipment when you know that a thunderstorm is coming, we recommend that you:

- (1) Unplug the telephone line cord from the phone jack.
- (2) Unplug the power cord from the AC outlet.



NOTE



1. The built-in battery can back up the memory up to 7 days when fully charged. As soon as the thunderstorm is over, plug in the AC cord and telephone line cord.
2. The type of telephone line cord and power cord vary depending on the country.

3 SETTING UP YOUR MACHINE

USER PARAMETERS

Before setting or changing any of the following User Parameters, make sure that the handset is on the cradle (On-Hook).


How to Set the Date and Time

The built-in timer helps you to know when you sent or received a document. It is printed out on the head of each received page. In standby mode when the machine is in an idle state, it shows the current date and time on the display.

To set the date and time,

1





2



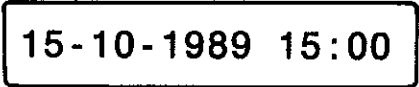


3

Enter the new day (two digits), month (two digits), year (four digits), and 24-hour clock (four digits).

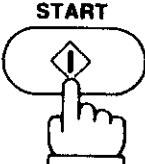
Ex: 15 Oct. 1989 15:00


1	5	1	0	1	9	8	9	1	5
0	0								



If you make a mistake, move the cursor to the incorrect number by pressing **<** (**ORIGINAL**) or **>** (**RESOLUTION**), then reenter the correct number over it.

4







Blinking number indicates the entering point.

How to Set Your ID Number

When you transmit a document, your ID will appear on the other machine's display. When you receive a document, the sender's ID will appear on your machine's display. We suggest you use your facsimile telephone number as your ID, but you may use any number up to 20 digits long.

To set the ID number,

3



1



2



3

Enter the ID number using the keypad. You may use **SPACE** to enter a space between the numbers to make it easier to see.

Ex: 1 **SPACE** 2 1 2
SPACE 1 1 1 1 2 3 4

If you make a mistake, move the cursor to the incorrect number by pressing **<** (**ORIGINAL**) or **>** (**RESOLUTION**), then reenter the correct number over it. If you press **STOP**, you have to start from Step 1 again.

If the ID number is over 15 digits long and you just entered 16th digit, the display clears and then shows only from the 17th digit on. To look at the first part of the ID number, press **<** (**ORIGINAL**) repeatedly.

4



To set the ID number,

NOTE



To enter "+", press **PAUSE**, "+" is displayed for it.

To change the ID number,

1



—

2



1 212 1111234—

3

Now you can set a new ID number. Move the cursor to the number in the ID number you wish to change by pressing **<** (**ORIGINAL**) or **>** (**RESOLUTION**).

If any unnecessary digits remains after entering the new number, erase them by entering space with the **SPACE** key.

Ex: Change the ID number

1 2 1 2 1 1 1 1 2 3 4
entered in page 19 to
1 2 1 3 1 1 1 1 2 3 .

Press **<** (**ORIGINAL**) 9 times to move the cursor to right digit.

1 212 1111234

Enter **3** .

1 213 1111234

Press **>** (**RESOLUTION**) 7 times to move the cursor to right digit.

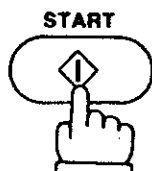
1 213 1111234

Press the **SPACE** key to erase it.

1 213 111123 —

4

To set the new ID number,



ABBREVIATED NUMBERS

Storing Abbreviated Numbers

To simplify dialing, your machine offers up to 10 Abbreviated numbers. Instead of dialing long numbers each time you send a document, you can assign a one-digit code number to each of the numbers you dial most often and store them in the machine's memory.

3



To set Abbreviated numbers,

1

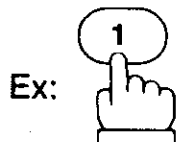


2



3

To assign an Abbreviated number to a one-digit code number, press one of the keypad (0 - 9).



4

Enter the facsimile telephone number (up to 36 digits, including pauses, spaces, and slashes).

NOTE

1. If you need a special number to access an outside line, input the number first and then a pause by pressing **PAUSE** before you enter the full number. A “_” is displayed for a pause.
2. You can insert a space by pressing **SPACE** in the telephone number to make it easier to read. The space does not effect the dialing.
3. If you have Pulse Dialing (Rotary) service and you need to change it to Tone Dialing in the middle of a long number, press ***** to make the change. A “_” is displayed for the change.

Ex:

9
1

PAUSE

2
1
2

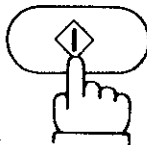
SPACE

1
1
1
2
3
4
5

1 9-212 1112345_

5

START



To set the number,

15-10-1989 15:00

NOTE

If you make a mistake, move the cursor to the incorrect number by pressing **<** (**ORIGINAL**) or **>** (**RESOLUTION**), and then enter the correct number over it.

To change an Abbreviated number,

1



—

2



—

3

Press the one-digit code number you wish to change (0 ~ 9) (see Step 3 in page 21).



Ex:

1 9-212 1112345_

4

Now you can set a new abbreviated number. Move the cursor to the number in the abbreviated number you wish to change by pressing **<** (**ORIGINAL**) or **>** (**RESOLUTION**).

If any unnecessary digits remains after entering the new number, erase them by entering space with **SPACE** key.

Ex: Change the abbreviated number

1 9 - 2 1 2 1 1 1 2 3 4 5

entered in page 22 to

1 9 - 2 1 2 3 4 5 1 1 1

Press **<** (**ORIGINAL**) 7 times to move the cursor to right digit.

1 9-212 _112345

Enter **3 4 5 1 1 1** .

1 9-212 345111_

Press **SPACE** key to erase it.

1 9-212 345111 _

5

To set the new Abbreviated number,



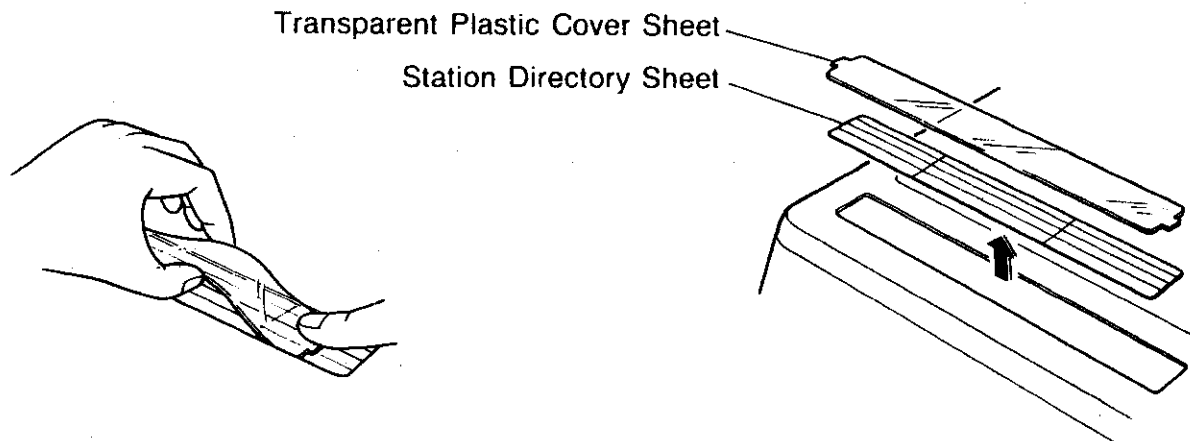
3
|||||

Filling out the Station Directory Sheet

Use a pencil or a ball-point pen to fill in the station directory sheet with station names corresponding to the Abbreviated number keys. The station directory sheet is held in place in the machine by a transparent plastic cover sheet.

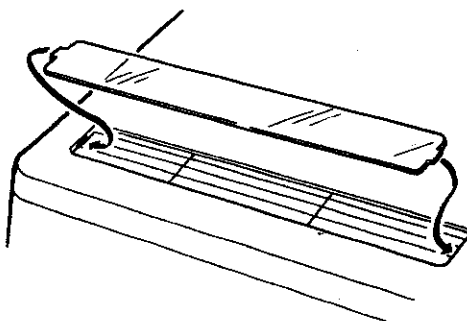
To remove the station directory sheet,

- (1) Push the transparent plastic cover sheet to the left or right until it is bent enough to take out.
- (2) Remove the transparent plastic cover sheet together with the station directory sheet.



To replace the sheets,

- (1) Set the station directory sheet into its proper position.
- (2) Place the transparent plastic cover sheet over the station directory sheet and insert the projections provided bending the sheet. (See the figure below.)



NOTE





If you use a pen to fill in the station directory sheet, be sure the ink is dry. If you use a pencil, remove any excess lead before replacing the station directory sheet.

FAX PARAMETERS

Your machine has a variety of adjustable Fax Parameters which control the following functions. These Fax Parameters are preset for you in standard settings (see Fax Parameter Table on page 27). Usually you do not need to change the settings. However, you may wish to change some of them to suit your own circumstances. Once you reset the standard position, it will be effective until you change it again. Some of the settings, such as Resolution or Contrast, can also be changed temporarily by pressing the particular key.

3

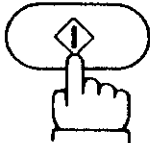
Changing Fax Parameter Settings (Header Print Position, Dialing Method, etc.)

<div>1</div> <div></div>	<div>-</div>
<div>2</div> <div></div>	<div>---</div>
<div>3</div> <div>Enter a Fax Parameter number (always two digits) from the Parameter table. Ex: <div>0</div> <div>1</div> for Resolution.</div>	<div>01 [1] 1</div>
<div>The number inside the brackets is the standard setting and the number blinking on the right corner is the current setting.</div>	
<div>4</div> <div>Enter the new setting. Ex: <div>2</div></div>	<div>01 [1] 2</div>

5

To store the new setting,

START



--

6

Return to Step 3 to change the next parameter, or return to standby by pressing **STOP**.

15-10-1989 15:00

NOTE



1. If you entered a wrong number in Step 4, reenter the correct number over it.
2. If necessary, print out a Fax Parameter List to confirm the current setting before changing. To print it out, see page 57.

Fax Parameter Table

Parameter number	Parameter	Setting Number	Setting	Standard Setting
01	Resolution	1	Standard	○
		2	Fine	
		3	Super Fine	
02	Original (Contrast)	1	Normal	○
		2	Light	
06	Printout Heading	1	Inside copy area	○
		2	Outside copy area	
		3	Not printed	
07	Dialing Method	1	Tone	
		2	Pulse	○
13	Sending in "No Paper" or "Receiving Error" state. (See Note 1.)	1	Allowed	○
		2	Not Allowed	
19	Automatic Transmission Journal Printout	1	OFF	○
		2	ON	
25	Half Tone Contrast	1	Copy with Standard Contrast	○
		2	Copy with Lighter Contrast	
32	Initial Operator Call	1	OFF	
		2	ON	○

3




NOTE



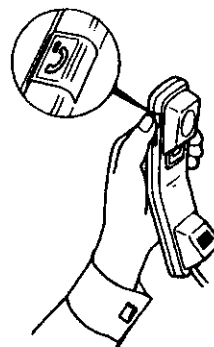
1. When parameter No. 13 is set to 1, you can still send documents even when your machine has no more recording paper, or when a mechanical error has occurred which affects receiving. Some transactions, however, may not be recorded on the Journal when either of these situations occurs.
2. When you set Half Tone and select 2 in Fax Parameter 25, the called station receives the document with lighter Contrast. Changing the Half Tone Contrast setting does not effect the Original setting.

USING MUTE AND ADJUSTING VOLUMES

Using Mute

When you are using the fax machine's built-in telephone, you can temporarily turn off the microphone in the handset. Press  on the handset. As long as you hold down this button, your caller cannot hear you.

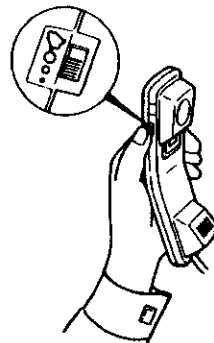
Mute Button



Setting the Ringer Volume

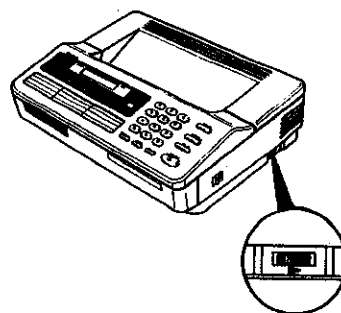
You can adjust the RINGER VOLUME so the fax machine rings at a comfortable level when it receives a call. Move the ringer control on the handset to the level desired, either normal or reduced.

Ringer Volume



Setting the Monitor Volume

When the fax machine is making a call, you hear the dial tone, the dialing signals, and the ringing or busy signal through the built-in speaker. Rotate the MONITOR VOLUME control on the right side of the unit to adjust the volume to a comfortable level. You also hear the called person's voice through the speaker if the called station is set to manual reception. In this case you can talk with the called person by lifting the handset (see page 43).



Monitor Volume

4 SENDING DOCUMENTS

LOADING DOCUMENTS

Documents You Can Send

In general, your machine will send any document printed on A4 size paper.

Documents You Cannot Send

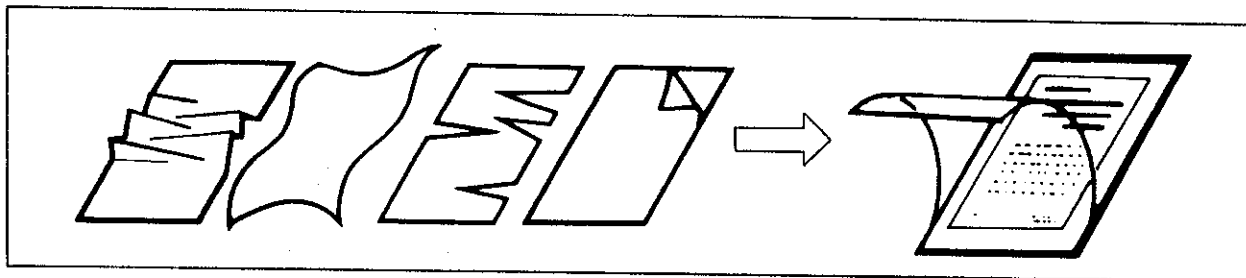
You must never try to send documents that are;

- Wet
- Covered with wet ink or paste
- Wrinkled, curled or folded
- Too thin (e.g. onionskin, airmail paper, pages from some magazines, etc.)
- Too thick (e.g. card, etc.)
- Chemically processed (e.g. pressure-sensitive paper, carbon-coated paper, etc.)
- Coated (e.g. glossy paper, etc.)
- Smaller than 148 mm (W) × 73 mm (L)
- Longer than 1000 mm
- Made of cloth or metal

To transmit these kinds of documents, make a photocopy first, and then transmit the copy instead.

How to Use the Carrier Sheet

If you send documents wrinkled, curled, folded, too thin, or smaller than 148 mm (W) × 73 mm (L), you can send them using the Carrier Sheet. Put them in the Carrier Sheet, and then place the carrier on the Document Feeder with the sealed edge first.



Sealed edge

NOTE



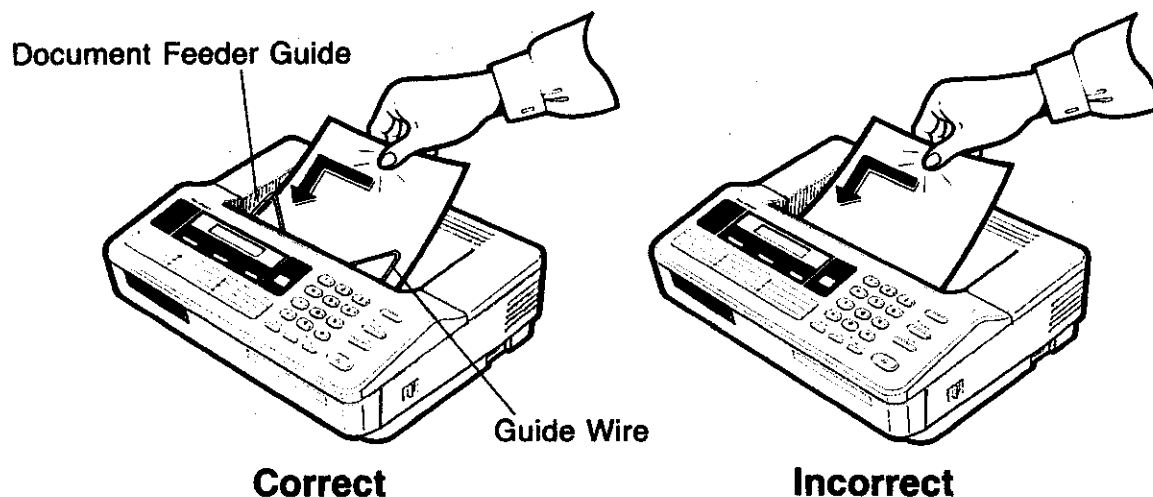
1. Document thickness : 0.06 to 0.15 mm
2. You cannot load the Carrier Sheet and the other documents together on the Document Feeder.



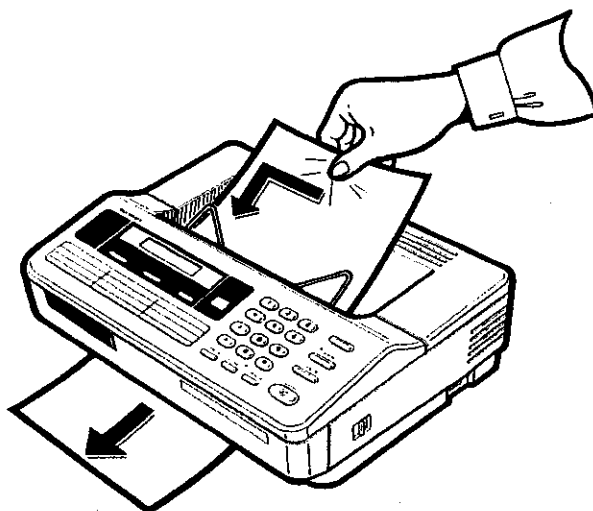
How to Load a Document

First, make sure that your document is free of staples and paper clips, and is not torn, greased, or covered by any foreign objects.

Insert the document face down along the Document Feeder Guide until it starts feeding in and stops.



If you wish to send more than one document, insert next document during the machine is beeping. If the beeping stops before inserting the next document, the telephone line will be disconnected.



How to Release the Document

Once you set a document on the Document Feeder, you can release the document by pressing **STOP**. The machine starts feeding the document and ejects it out of the machine. Do not try to pull it out by force because the document may be damaged.

TRANSMISSION SETTINGS

You can temporarily change several settings, such as Resolution and Original (Contrast), when you send a document. Choose one of the most appropriate settings for the transmission before or after you set the document on the Document Feeder. You can also change these settings during transmission, but the change will not become effective until the machine starts transmitting the next page.

Resolution

Your machine is preset to Standard resolution, which is suitable for an ordinary document.

4



1

The current setting of Resolution is indicated by “—” on the display.

15-10-1989 15:00

STD FINE S-FINE

2

If the document is very detailed or you want to send it much clearer, press **RESOLUTION** and select Fine resolution.

RESOLUTION



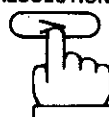
15-10-1989 15:00

STD FINE S-FINE

3

If the document is extremely detailed or you want to send it with the clearest reproduction, select S-FINE, which stands for Super Fine resolution.

RESOLUTION



15-10-1989 15:00

STD FINE S-FINE

To return to the Standard setting position, press **RESOLUTION** again.

4

After choosing the appropriate resolution setting, proceed to the next transmission setting or begin dialing.

NOTE



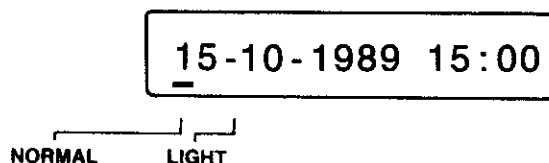
1. If you set Fine or Super-Fine resolution, the document will take longer to send than with Standard resolution.
2. When transmission ends, the setting returns to the standard setting. If you frequently use a different setting from the preset setting, change the standard setting (see Fax Parameters, page 25).
3. To make a trial copy before sending, press **COPY**.

Original (Contrast)

Your machine is preset to NORMAL contrast which is suitable for an ordinary document.

1

The standard setting of Contrast is indicated by “-” on the display.

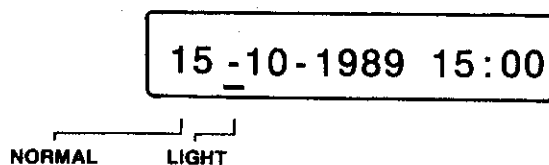


4



2

When you send a document which has light contrast, press **ORIGINAL** and select LIGHT.



To return to NORMAL, press **ORIGINAL** again.

3

After choosing the appropriate contrast setting, proceed to the next transmission setting or begin dialing.



1. When transmission ends, the setting returns to the standard setting. If you frequently use a different setting from the preset setting, change the standard setting (see Fax Parameters, page 25).
2. To make a trial copy before sending, press **COPY**.

Halftone

The Halftone setting is useful when you send photographs or illustrations with gray tones. The Halftone function is preset to OFF in your machine.

1

The standard setting of Halftone is indicated by “—”. When it is turned on, it will appear on the display.

15-10-1989 15:00

HALF TONE

2

To set Halftone to ON,

HALF TONE



15-10-1989 15:00

HALF TONE

In this case, Resolution is automatically set to FINE, and Contrast is set to NORMAL. The settings are fixed during the communication.

15-10-1989 15:00

NORMAL

LIGHT

STD

FINE

S-FINE

ORIGINAL

RESOLUTION

HALF TONE

To set Halftone to OFF, press **HALF TONE** again.

3

After choosing the appropriate halftone setting, proceed to the next transmission setting or begin dialing.






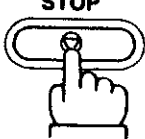
NOTE



When you use the Halftone function, it takes much longer to send a document since more picture information must be sent to the other machine to make the finest copy.

Automatic Transmission Journal (XMT Journal)

Transmission Journal (XMT Journal) is a report which tells you whether the document is sent successfully or not. It is printed out automatically after each transmission when the Transmission Journal is set to ON. The Automatic Transmission Journal is, however, preset to OFF in your machine. If you wish to turn ON the setting, follow the procedure below.

1	 and 	<div style="border: 1px solid black; padding: 5px; text-align: center;">--</div>	4
2	Enter the Fax Parameter number. <div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">9</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">19 [1] 1</div>	
3	To turn on the Transmission Journal, 	<div style="border: 1px solid black; padding: 5px; text-align: center;">19 [1] 2</div>	
	To turn off the Transmission Journal, 	<div style="border: 1px solid black; padding: 5px; text-align: center;">19 [1] 1</div>	
4	To store the new setting, 	<div style="border: 1px solid black; padding: 5px; text-align: center;">--</div>	
5	To return to standby, 	<div style="border: 1px solid black; padding: 5px; text-align: center;">15-10-1989 15:00</div>	

NOTE



1. The Transmission Journal setting does not return to the standard setting position until you change it again.
2. The number inside the brackets is the standard setting and the number blinking is the current setting.
3. A sample Transmission Journal is shown in page 53.

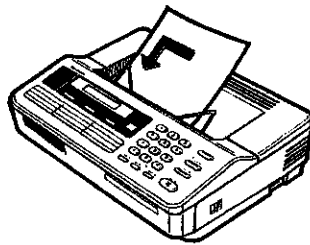
MAKING A COPY

Before you send a document, you can make a copy of it on the machine so that you can see what it will probably look like to the person who receives it.

1

Place a document face down on the Document Feeder correctly.

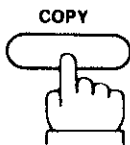
15-10-1989 15:00



2

If necessary, adjust **RESOLUTION**, **ORIGINAL**, and **HALF TONE** (review pages 31 - 34).

3



15-10-1989 15:00

The machine begins making a copy.

NOTE



1. To stop the copy process, press **STOP**.
2. To make copies of more than one page, add additional pages while you hear the machine beeping.
3. When making a copy, the machine will automatically select Fine Resolution, unless you change the setting.

DIALING TECHNIQUES

This section explains four ways of sending documents to a station. To review how to enter Abbreviated dialing numbers, see page 21.

Direct Dialing (On-Hook Dialing)

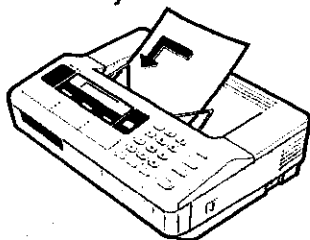
Direct Dialing does not need any settings in advance. You can use your machine right away by using Direct Dialing. It is as easy as using a telephone set.

4



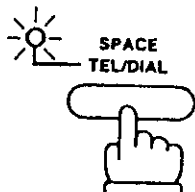
1

Place a document face down on the Document Feeder correctly.



15-10-1989 15:00

2



-

3

Dial the number from the keypad.

Ex: 5 5 5 1 2 3 4

5551234_

If you need a special access number to get an outside line, dial it first and then press **PAUSE** to enter a pause before dialing the full number. A hyphen "-" is displayed for a pause.

Ex: 9 PAUSE 5 5 5 1 2 3 4

9-5551234_

Your machine will dial the number. If the line is free, your documents will be sent and the ON LINE lamp lights up.



ON LINE

5551234_

If the other station has an ID, "◀" and the ID will appear on the display.



ON LINE

ID DISPLAY



212 5551234

When transmission ends, the display shows the number of pages sent (e.g., 05).



ON LINE

05

If the line is busy, your machine will redial the number for you up to twice with three-minute intervals (see Note 2).

— ON LINE

5551234_

If no contact is made, the ALARM lamp will light up and the display shows an information code (e.g., 630 which means no contact was made).

— ON LINE



ALARM

630

In this case, you can start another round of automatic dialing by pressing **REDIAL** (see page 42).

NOTE

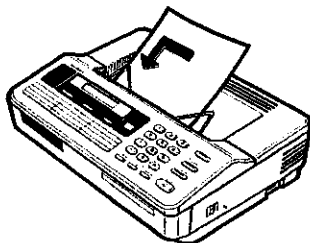


1. If you hear a voice speaking through the speaker, lift the handset and press **STOP** to talk with the other party (see page 43).
2. When your telephone rings during this interval, your machine will begin to receive the document and then the document you are going to send will be drawn off from the Document Feeder.

Off-Hook Dialing

1

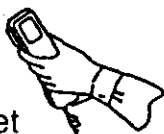
Place a document face down on the Document Feeder correctly.



15-10-1989 15:00

2

Lift the handset



3

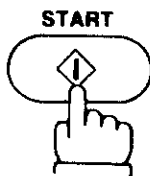
Dial the number from the keypad.

Ex: **5** **5** **5** **1** **2** **3** **4**

5551234_

4

If the line is free and the other machine answers, you will hear a long "beep" sound.



ON LINE lamp lights up. Then hang up the handset. If the other station has an ID, it will appear on the display.



ID DISPLAY

212 5551234

NOTE



If the line is busy, you must hang up and try again later by dialing the same number or pressing **REDIAL** (see page 42).

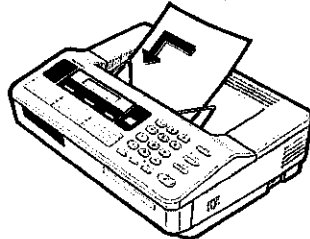
4



Abbreviated Dialing

1

Place a document face down on the Document Feeder correctly.



15-10-1989 15:00

2



and enter a one-digit number from the keypad.



Ex:

5551234 _

The full number (e.g. 555 1234) will be dialed and shown on the display.

If the number dialed answers, the ON LINE lamp lights up and document transmission will start.



5551234 _

If the other station has an ID, "◀" and the ID will appear on the display.



ID DISPLAY



212 5551234

When transmission ends, the display will show the number of pages sent.



ID DISPLAY

05

If the line is busy, the machine will wait three minutes and then automatically redial the same number up to twice with three-minute intervals (see Note 2 on page 38).

— ON LINE

555 1234

If no contact is made, the ALARM lamp will light up and the display will show an information code (e.g., 630 which means no contact was made).

— ON LINE



ALARM

630

4



In this case, you can start another round of automatic dialing by pressing **REDIAL** (see page 42).

NOTE



If you hear a voice speaking through the speaker, lift the handset and press **STOP** to talk with the other party (see page 43).

Redialing

If the number you dialed is busy or there is no answer, the machine will wait three minutes and then automatically redial the number for you up to twice.

If no contact is made, the ALARM lamp will light up and the display will show an information code (e.g., 630 which means no contact was made).



630

In this case, you can redial the last number by simply pressing **REDIAL**. The machine will redial the last number a total of three times.

You can use Redial if you dialed the last number using one of the following:

- Abbreviated Dialing
- Direct dialing from the machine keypad (ON-Hook or OFF-Hook)
- Redialing

Even after you made contact and succeeded in sending your documents, you can still use **REDIAL** to contact the same number again.

NOTE

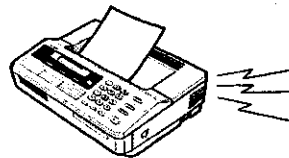


1. You cannot use this Redialing feature when you used the telephone set connected to your machine.
2. If you hear a voice speaking through the speaker, lift the handset and press **STOP** to talk with the other party (see page 43).

What to Do When You Hear a Voice through the Speaker

1

If the other person's fax machine is set for manual reception, you will hear a voice through the speaker when you try to send documents.

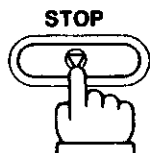


2

Lift the handset.



3

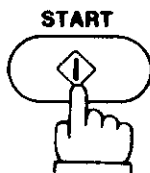


And tell the other person to prepare for reception.

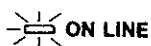


4

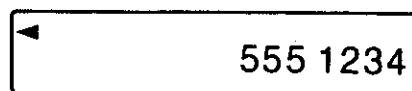
When you hear a beep,



The ON LINE lamp lights up and transmission begins.



ID DISPLAY



5

Hang up the handset.

4



5

RECEIVING DOCUMENTS

AUTOMATIC RECEPTION

When your machine is preset to receive documents automatically, you do not need to answer the telephone when it rings. Your machine will soon begin receiving.

MANUAL RECEPTION

How to Set Manual Reception

If there is only one telephone line in your office and you wish to use the telephone line for both Fax and Voice Communications, you may set the machine to Manual Reception.

To set Manual Reception,



● AUTO RCV



The lamp goes off, which means that Manual Reception is set now.



To set Automatic Reception again,

☀ AUTO RCV



The lamp lights up, which means that Automatic Reception is set now.

What to Do When Your Telephone Rings

1



15-10-1989 15:00

Lift the handset.

If you hear a beep ... beep ... beep sound, it means someone wants to send a fax, or, if the caller answers and says he/she wants to send a fax, then remove any document placed on the Document Feeder.

5

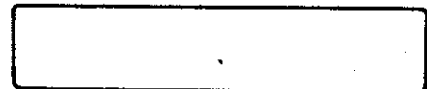


2



Your machine will start receiving a document and the ON LINE lamp will light up.

 ON LINE



3

Hang up the handset. If the other station has an ID, "◀" and the ID will appear on the display.

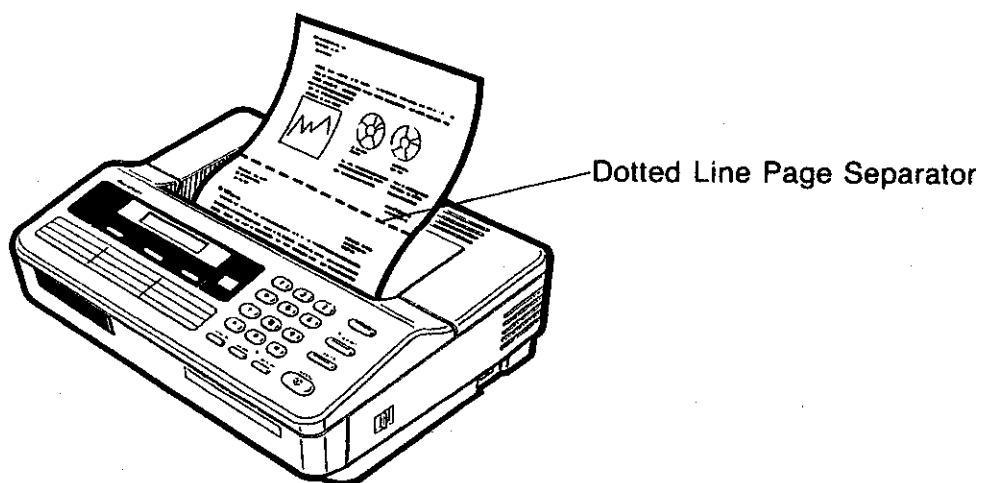
 ON LINE

ID DISPLAY

◀ 415 1111234

DOTTED LINE PAGE SEPARATOR





The machine prints out all received pages on one continuous strip of paper; it does not cut the pages for you. However, the edge of the plastic cover over the slit where the paper comes out is sharp so that you can tear the received strip of pages off neatly. Moreover, to help you separate individual pages, the machine automatically prints a dotted line across the strip at the end of each received page. Use this "dotted line page separator" as a guide when cutting the strip.



POLLING

Polling means calling another station and requesting the transmission of documents to you. In this case, the other station must know in advance that you will call, and must have a document set on the Document Feeder. You also need to record a polling password, shared by the other station, to ensure security.

How to Set the Polling Password

<div data-bbox="161 670 252 858">1</div>		<div data-bbox="994 674 1409 763">-</div>	<div data-bbox="1445 698 1560 793">5 </div>
<div data-bbox="161 911 252 1099">2</div>		<div data-bbox="994 916 1409 1004">3</div>	
<div data-bbox="161 1153 252 1341">3</div>	<p>Enter a four-digit password. Ex: 9 8 7 6</p>	<div data-bbox="994 1157 1409 1246">3 9876</div>	
<div data-bbox="161 1386 252 1573">4</div>	<p>To store the password,</p> 	<div data-bbox="994 1489 1409 1578">15-10-1989 15:00</div>	

NOTE



1. Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll for important documents.
2. You cannot have other stations poll a document set on your machine.
3. If you make a mistake in Step 3, use the < or > key to move the cursor to the incorrect number, and then enter the new number over it. To erase the password, press TEL/DIAL.
4. If a password is not set in the other station, you can still poll the other station even though only your machine has a password.

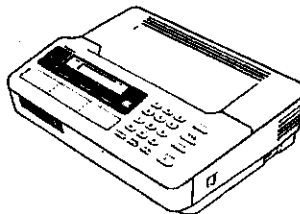
How to Poll

To poll a document from the other station, follow the procedure below.

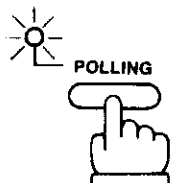
1

Make sure there is no document on the Document Feeder.

15-10-1989 15:00



2



The lamp lights up, which means that polling is set now.

3

Dial by pressing **ABBR** and one-digit code number, or **TEL/DIAL** and a full number

312 5551234

Ex: **7**

If the other station is ready to be polled and the line is free, your machine will start receiving a document.

USING THE MACHINE'S TELEPHONE

Making a Regular Call

You can use the handset on your machine to make regular calls. To do so, lift the handset and dial a full number just as you would using an ordinary telephone.

1

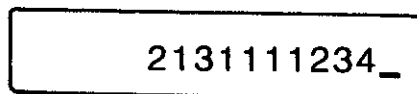
Lift the handset.

**2**

Dial the telephone number on the keypad.

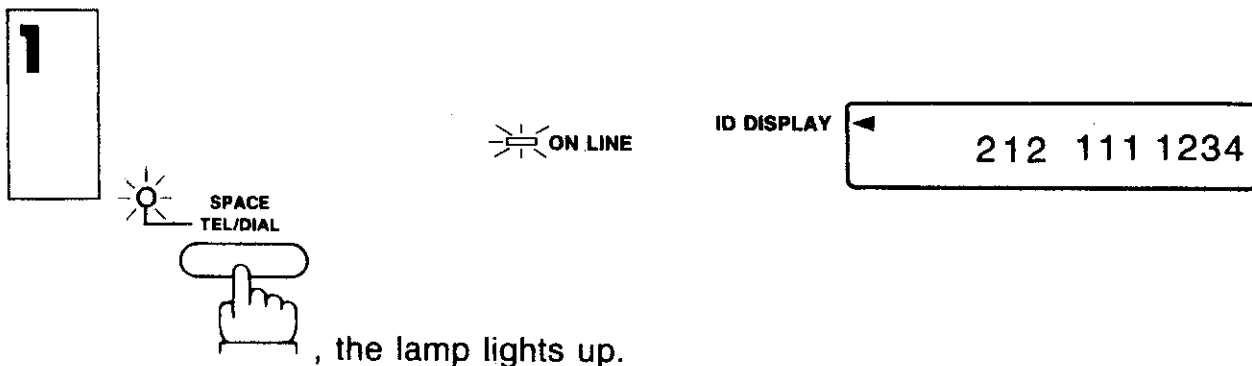
Ex:

2	1	3	1	1	1	1	2	3	4
---	---	---	---	---	---	---	---	---	---

**6**

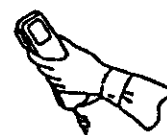
Making Voice Contact after Sending/Receiving

You may want to talk to the other person over the telephone after sending or receiving documents. To do so, perform Step 1 while the machine is still sending or receiving.



2 When sending or receiving is over and the other party replies with Voice Contact request, you will hear a beep-beep-beep sound coming through the speaker.

3 When the TEL/DIAL lamp starts blinking, lift the handset.



4

SPACE
TEL/DIAL

The TEL/DIAL lamp goes off.

5

Talk.

Answering a Voice Contact Request

When you hear a beep-beep-beep sound coming through the speaker, it means you are receiving a voice contact request. Reply by following the above procedure from Step 3. If no one replies to the voice contact request, the message "VOICE CONTACT REQUESTED." is printed out on the Transmission Journal (see page 53).

7 PRINTOUT REPORT AND LISTS

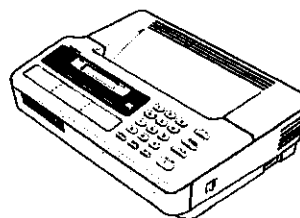
To help you maintain records of the documents you send and receive, as well as lists of the Abbreviated Dialing numbers, and Fax Parameters you record, the UF-120 is equipped to print out the following reports and lists.

32 Transaction Journal

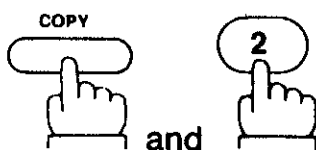
The "Journal" is a record of the last 32 transactions (a transaction is performed each time you send or receive a document). You can print it out manually in the following way;

1

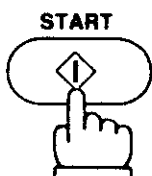
Make sure no document is on the Document Feeder.



2



3



The machine starts printing out a Journal.

7



NOTE



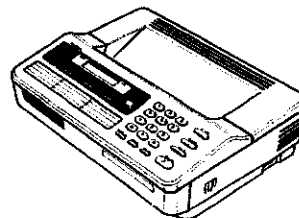
Your UF-120 is preset at the factory to permit you to send documents even when there is no more recording paper in the machine, or when a mechanical error that affects receiving (e.g. an overheated recording head) has occurred. With this setting, however, some transactions might not be recorded on the Journal. To change the setting (and ensure a complete Journal printout), see page 25.

Transmission Journal (XMT Journal)

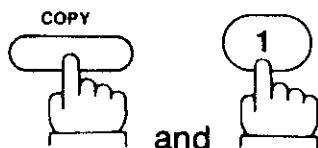
A Transmission Journal is printed out automatically after each transmission if you set the Fax Parameter of Transmission Journal to ON in advance (see page 35). If necessary, it can also be obtained manually by the following procedure;

1

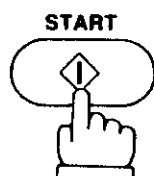
Make sure no document is on the Document Feeder.



2



3



The machine begins printing out a Transmission Journal (see page 53 for a sample journal printout).

Sample 32 Transaction Journal

(1) (2)

***** UF-120 ***** -JOURNAL- ***** DATE 15-10-1989 ***** TIME 12:34 *****

(3) NO.	(4) COM	(5) PAGES	(6) DURATION	(7) X/R	(8) IDENTIFICATION	(9) DATE	(10) TIME	(11) DIAGNOSTIC
01	OK	02	00:01'06	XMT	-----	15-10	10:44	840480AC7800
02	S-OK	00	00:00'20	XMT	-----	15-10	10:45	A40480AC7800
03	OK	01	00:03'20	RCV	-----	15-10	10:47	010220200000
04	OK	02	00:01'07	XMT	-----	15-10	10:53	840480AC7800
05	OK	05	00:02'38	XMT T	212 23 1689	15-10	10:57	840480AC7800
06	OK	* 02	00:01'09	RCV	415 1111234	15-10	11:04	050280AC7800
07	407	00	00:00'45	XMT	81 425 1111234	15-10	11:07	840480AC7800
32	OK	05	00:02'52	XMT T	516 1111234	15-10	12:32	840480AC7800

7

(12)

***** -PANASONIC- ***** -1 212 1111234- *****

Sample Transmission Journal (XMT Journal)

(1) (2)

***** UF-120 ***** -JOURNAL- ***** DATE 15-10-1989 ***** TIME 12:34 *****

(4) COM	(5) PAGES	(6) DURATION	(7) X/R	(8) IDENTIFICATION	(9) DATE	(10) TIME	(11) DIAGNOSTIC
OK	01	00:00'54	XMT	-----	15-10	12:34	C00480207920

(13)

VOICE CONTACT REQUESTED.

(12)

***** -PANASONIC- ***** -1 212 1111234- *****

Journal Printout Explanation

- | | |
|---|--|
| (1) Printout date | : Day-Month-Year |
| (2) Printout time | : Hour : Minute |
| (3) Communication number | : 1 ~ 32 (Does not always begin with 1 when printed out manually.) |
| (4) Communication result | : "OK" indicates that the transmission was successful.
: "S-OK" indicates that STOP was pressed during communication.
: Three-digit information code (see pages 59 - 60) appears when occurs a problem. |
| (5) Number of pages transmitted or received | : The two-digit number is the number of pages successfully transmitted or received.
: An asterisk " * " indicates that the quality of some received copies was poor. |
| (6) Duration of communication | : Hours : Minutes : Seconds |
| (7) Type of communication | : "XMT" means Transmission
"RCV" means Reception |
| (8) Remote station identification | : "T" and the following number indicates the telephone number the machine dialed. The number without "T" indicates the ID of the called station. |
| (9) Communication date | : Day-Month |
| (10) Communication start time | : Hour : Minute |
| (11) Diagnostic | : For service personnel only |
| (12) ID number | : Up to 20 digits |
| (13) Call back message | : Appears when voice contact was requested. |

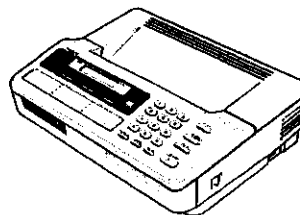
Abbreviated Dialing Number List

Before or after you enter any new setting of Abbreviated dialing number, you can confirm the current settings by printing out the Abbreviated Number list.

To print out the list,

1

Make sure no document is on the Document Feeder.



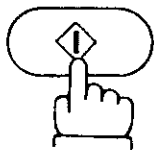
2

COPY



3

START



The machine starts printing out the list.

7



Sample Abbreviated Number List

***** UF-120 ***** -ABBR NO.- ***** DATE 15-10-1989 ***** TIME 15:00 *****

(3) ABBR NO.	(4) TELEPHONE NO.
1	312 1111234
2	415 1111234
3	604 1111234
4	011 41 1111234
5	011 44 1111234
6	011 65 1111234
7	213 1111234
8	011 81 3 1111234
9	907 1111234
0	011 61 2 1111234

(5)
POLLING PASSWORD = 9876

***** -PANASONIC- ***** -1 212 1111234- *****

Printout Explanation

- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour : Minute
- (3) Abbreviated number: Up to 10 stations
- (4) Telephone number : Up to 36 digits
- (5) Polling password : Four digits
- (6) ID number : Up to 20 digits

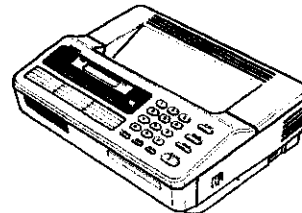
Fax Parameter List

Before or after you enter the new setting of Fax Parameter, you can confirm the current settings by printing out a Fax Parameter List.

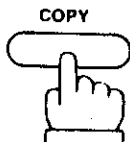
To print the list,

1

Make sure no document is on the Document Feeder.



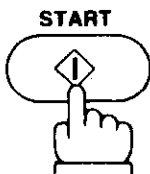
2



3



4



The machine starts printing out the list.

7



Sample Fax Parameter List

(1) (2)

***** UF-120 ***** -FAX PARAMETERS- ***** DATE 15-10-1989 ***** TIME 12:34 *****

PARAMETER NO. & PARAMETER			(6) CURRENT SETTING	(7) STANDARD SETTING
(3)	(4)	(5)		
01	RESOLUTION	(1:Standard 2:Fine 3:S.Fine)	1	1
02	ORIGINAL	(1:Normal 2:Light)	1	1
03			-	-
04			-	-
05			-	-
06	HEADER PRINT	(1:Inside 2:Outside 3:None)	1	1
07	DIALING METHOD	(1:Tone 2:Pulse)	2	2
08			-	-
09			-	-
10			-	-
11			-	-
12			-	-
13	XMT IN NO PAPER	(1:Allowed 2:Not allowed)	1	1
14			-	-
15			-	-
16			-	-
17			-	-
18			-	-
19	XMT JOURNAL	(1:Off 2:On)	1	1
20			-	-
21			-	-
22			-	-
23			-	-
24			-	-
25	HALF TONE CONTRAST	(1:Standard 2:Lighter)	1	1
26			-	-
27			-	-
28			-	-
29			-	-
30			-	-
31			-	-
32	INITIAL OPR. CALL	(1:Off 2:On)	2	2

(8)

***** -PANASONIC- ***** -1 212 1111234- *****

Fax Parameter List Explanation

- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour : Minute
- (3) Parameter number: 01 ~ 32
- (4) Parameter : Function
- (5) Parameter setting : Setting number details
- (6) Current setting : See page 27
- (7) Standard setting : See page 27
- (8) ID number : Up to 20 digits

Information Codes

When something unusual occurs, the display may show one of the information codes below. These will help you fix the problem.

Information code	Meaning	Action
010	No recording paper.	Reload recording paper (see page 61).
020	Thermal Recording Head temperature is too high.	Open the Receiving Unit for a few minutes to permit cooling.
031	Document paper is too long or jammed. Document length exceeds 39.4 inches (1 meter).	Remove jammed document from the Document Feeder (see page 63).
060	Door is opened.	Close the Receiving Unit.
400	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document and try again.
402 404 405	During initial handshake, communication failure occurred.	Reload the document and try again.
403	No polling capability at the other side.	Ask other side to set "POLLED = ON".
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.
408 409	Other side confirmation of previous page is illegible.	Wait a few minutes and transmit again.
411 414	Polling password does not match.	Check polling password.

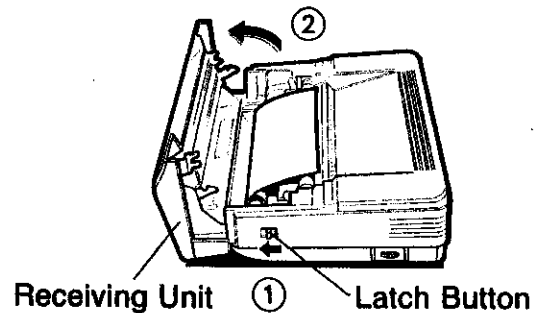


Information code	Meaning	Action
412	No data from the transmitting side.	Check with the other party.
415	Polling function is incompatible.	Inform the other party that your machine does not have the polling transmission feature.
416 417 418 419 490	Received data has too many errors.	Check with the other party.
420 421	Machine went into receiving mode, but no command from the transmitting side.	1. Other side misdialed. 2. Check with the other party.
422	Interface is incompatible.	Check with the other party.
434 459 493 494	Communication error occurred while receiving.	Check with the other party.
451 495	Telephone line disconnected.	Check with the other party.
623	No document was on Document Feeder.	Reload the document and try again.
630	Redial was not successful due to a busy line or no response from the called station.	Reload the document and try again.

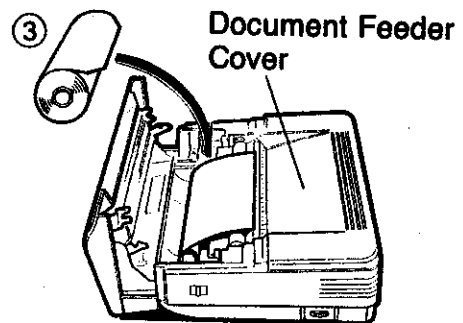
Reloading a Recording Paper

Your facsimile machine uses a roll of special recording paper. You can easily load paper yourself by following the steps below.

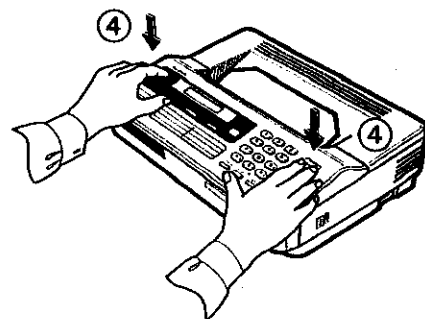
1. Open the Receiving Unit (Control Panel) by pulling the latch button on the right side panel, and swing the Receiving Unit forward.



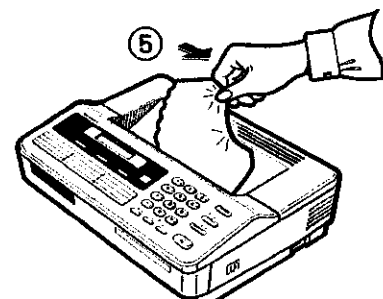
2. If there is the used roll inside, lift it out and set a new roll in its place. Feed the paper to the Document Feeder cover. Be sure the direction of the roll is as shown below.



3. Close the Receiving Unit carefully by pressing both ends gently until you hear the cover lock into position.



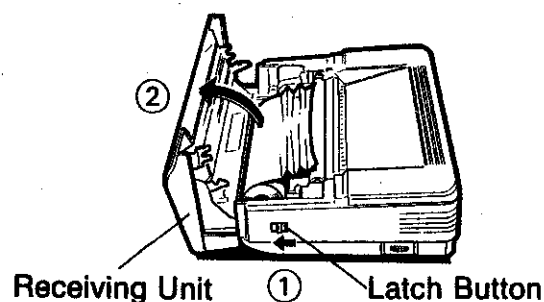
4. Tear the recording paper projecting from the unit by hand. Remove this cut paper.



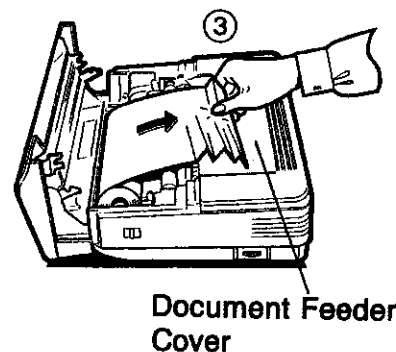
Clearing a Recording Paper Jam

If the recording paper becomes jammed in the machine, you can remove the jammed recording paper by following the steps below.

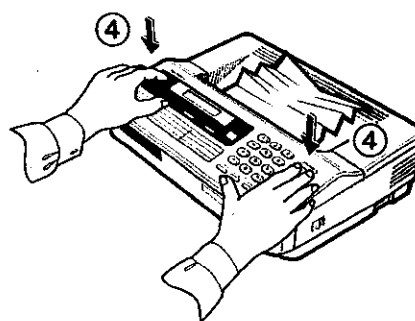
1. Open the Receiving Unit (Control Panel) by pulling the latch button on the right side panel, and swing the Receiving Unit forward.



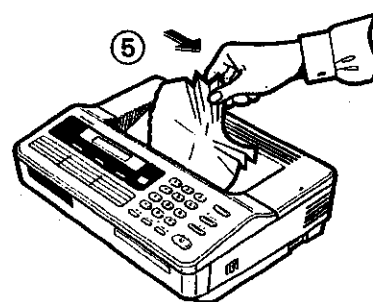
2. Remove the jammed recording paper and feed the paper to the Document Feeder cover.



3. Close the Receiving Unit carefully by pressing both ends gently until you hear the cover lock into position.



4. Tear the recording paper projecting from the unit by hand. Remove this cut paper.

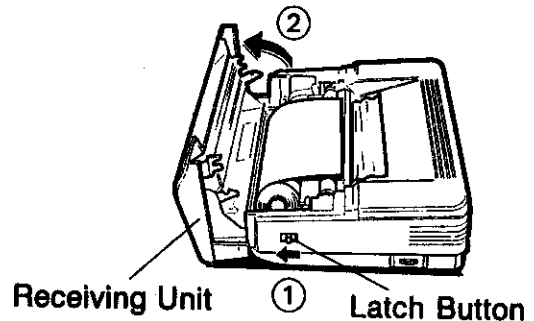


Clearing a Document Jam

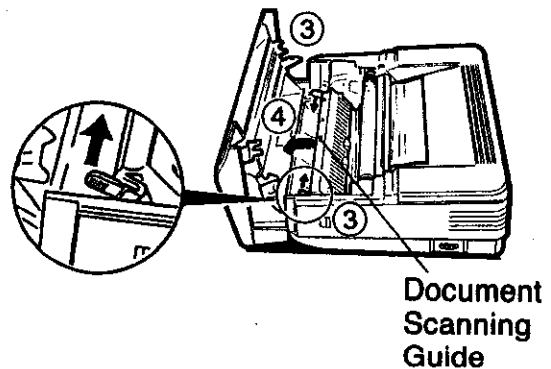
If a document becomes jammed in the machine, the display will show the information code 031.

To clear the jam,

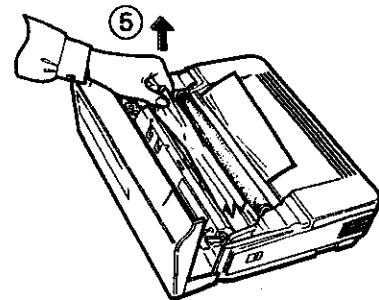
1. Open the Receiving Unit (Control Panel) by pulling the latch button on the right side panel, and swing the Receiving Unit forward. Remove the recording paper.



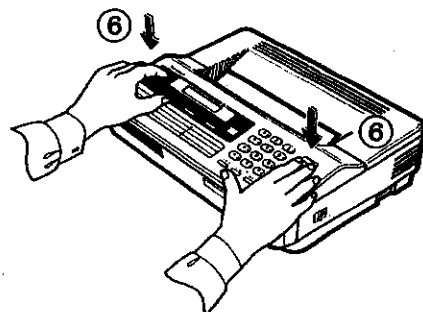
2. Unlock the Document Scanning Guide by gently pressing inward the two tabs located at the right and left ends of the unit and swing the Document Scanning Guide forward.



3. Remove the jammed paper.



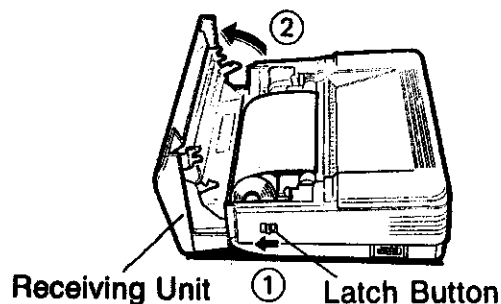
4. Relock the Document Scanning Guide into place by gently pressing backward until it clicks. Reset the recording paper correctly (see page 61), then gently close the Receiving Unit with both hands. Tear the recording paper projecting from the unit.



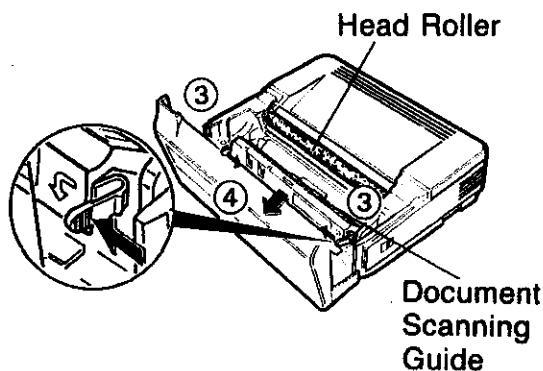
Cleaning the Head Roller and Document Scanning Guide

The head roller in your machine will gradually accumulate dust in the course of regular use. You should therefore clean the roller using the following procedure.

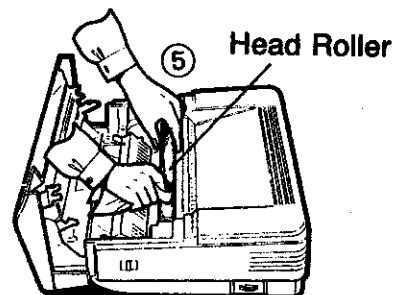
1. Open the Receiving Unit by pulling the latch button on the right side panel, and swing the Receiving Unit forward. Remove the recording paper.



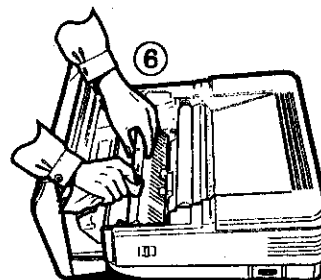
2. Unlock the Document Scanning Guide by gently pressing inward the two tabs located at the right and left ends of the unit and swing the Document Scanning Guide forward.



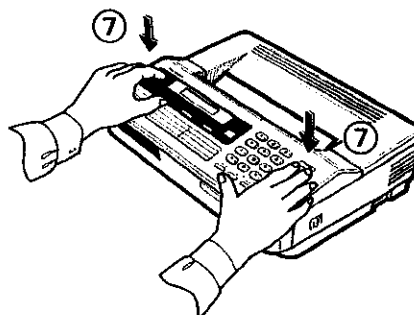
3. Wipe the Head Roller gently with a soft, clean cloth soaked with ethyl alcohol, while rotating the roller slowly towards the back of the machine with your fingers.



4. Wipe the Document Scanning Guide with the soft and clean cloth.



5. Relock the Document Scanning Guide into place by gently pressing backward until it clicks. Reset the recording paper correctly (see page 61), then gently close the Receiving Unit with both hands. Tear the recording paper projecting from the unit.

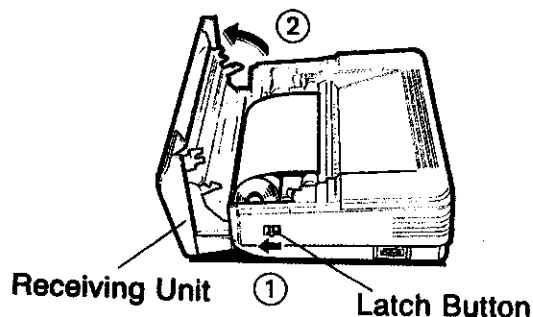


Cleaning the Thermal Head

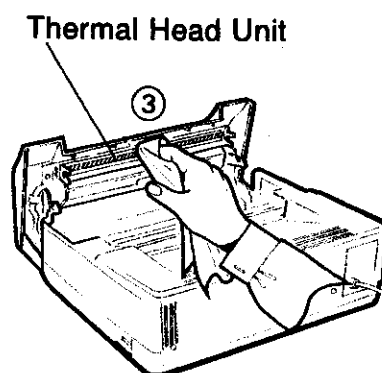
The Thermal Head in your machine needs to be cleaned periodically to ensure clear receive copy. How often depends on how much you use your machine. However, we recommend that you clean the Thermal Head whenever you clean the Head Roller.

To clean the thermal head,

1. Open the Receiving Unit (Control Panel) by pulling the latch button on the right side panel, and swing the Receiving Unit forward.



2. Wipe the surface of the Thermal Head Unit gently with a soft cloth or gauze soaked with ethyl alcohol. Be sure to use a clean cloth since the thermal head unit can be easily scratched.



Compatibility	CCITT Group 3
Scanning method	Horizontal: Flat bed scanning with CCD image sensor Vertical: Intermittent scanning by stepper motor.
Document size	Normal: 216mm × 297mm MAX. : 218mm × 1000mm MIN. : 148mm × 73mm
Document thickness	0.06mm to 0.15mm
Effective scanning width	208mm
Recording paper size	210mm × 30m
Effective recording width	208mm
Resolution	Horizontal: 8 pels/mm Vertical : STANDARD : 3.85 lines/mm FINE : 7.7 lines/mm SUPER FINE: 15.4 lines/mm
Coding scheme	MH, and MR with MWS
Modem	V.29, V.27ter with fall back function, and V.21
Power supply	100V version AC 110V to 120V, 50/60 Hz, Single Phase 200V version AC 200V to 240V, 50/60 Hz, Single Phase
Power consumption	Standby: Approx. 10W Transmission: Approx. 25W Reception: Approx. 40W Copy: Approx. 45W Max.: Approx. 130W
Dimensions	105mm (H) × 316mm (W) × 264mm (D) (excluding projections)
Weight	Approx. 4.2 kg (excluding recording paper)
Operating environment	Temperature: 5 to 35°C (41 to 95°F) Relative humidity: 20 to 80%

Facsimile Number Directory

Name

Number

[illegible]

Facsimile Number Directory

Name

Number

This image shows a full page of primary-ruled paper. It features two vertical columns of horizontal dotted lines, designed for handwriting practice. Each column contains 18 rows of dots. The top edge of the page has a solid horizontal line. The entire page is white with black dotted lines.